



Purchasing Policy

In Support of Purchasing ENERGY STAR® Office Equipment

• Policy •

Our organization supports the concept of voluntary programs that reduce air pollution and enhance environmental protection.

Our organization agrees that the use of energy-efficient office equipment will reduce energy use, save money, and prevent pollution.

To demonstrate our commitment to saving energy, we agree to do the following:

- Revise our purchasing or procurement specifications to require that all purchases of new computers, monitors, copiers, fax machines and printers meet the EPA's ENERGY STAR® requirements, so long as performance needs are met, and where they are cost effective. Most pieces of ENERGY STAR® office equipment have no significant cost differential.
- Investigate the profitability of purchasing after-market devices or software designed to help us reduce the energy use associated with our current stock of office equipment.
- Encourage our employees to turn off their individual pieces of office equipment when they leave for the day, where applicable.
- Educate our employees about the economic benefits of using ENERGY STAR® office equipment (with the assistance of EPA-provided materials).

Signature

Name

Title

Name of Organization

Please return signed copy to:

ENERGY STAR® Labeling Branch

MC 6202J

US EPA

Washington, DC 20460

• Corporate Office Equipment Profile •

EPA will provide periodic updates on the ENERGY STAR® Office Equipment program, including information on available products, to a contact person at each organization. Please provide the name and address of the person who should receive these updates.

Contact Person:

Name: _____
Title: _____
Name of Organization: _____
Address: _____
Phone: _____ Fax: _____

To help track the success of the ENERGY STAR® Office Equipment Program, EPA will occasionally gather data from organizations who are purchasing ENERGY STAR equipment. Is this persona the appropriate person to contact regarding your organization's purchases or experiences? ____

If not, the appropriate person to contact is: _____

Please tell us the following:

_____ I would be willing to talk to the press or another interested party about my organization's experiences in purchasing and/or using ENERGY STAR® office equipment.

_____ Our organization would be interested in being a case study in order to help EPA promote the ENERGY STAR® Office Equipment Program.

_____ We would like to have other people added to the ENERGY STAR® Office Equipment Mailing List. (Attach names on a separate sheet.)

Approximate Number of Products Purchased Each Year:

Product	# Purchased Each Year
Computers	
Monitors	
Copiers: 0-20 cpm	
Copiers: 21-44 cpm	
Copiers: 45+ cpm	
Fax Machines	
Printers: 0-7 ppm	
Printers: 8-14 ppm	
Printers: 15+ ppm	

If you would like to be included in upcoming advertisements, please send us a camera-ready version of your logo along with your Purchasing Policy. If you are sending something on a diskette, please save it in Postscript EPS format and place it on a MS-DOS formatted diskette.